CITY OF BURBANK

COMMEMORATIVE TREE & BENCH PROGRAM

The City of Burbank Parks & Recreation Department's (P&R) Commemorative Tree & Bench Program provides an opportunity for individuals to honor the memory of a relative or a friend. Your tax-deductible donation will underwrite the cost of the bench or tree and its installation. A recognition plague will be installed on each donated bench. Plagues are not permitted for trees. Instead, a keepsake certificate for the planting of the commemorative tree will be provided.



CONTACT INFORMATION

Name	Email Address	
Address	City, State, ZIP	
Home Phone	Alternate Phone	

P&R has predetermined locations and quantities, tree species and a specific bench that will be available for placement as part of the program. Upon request, P&R staff will meet with persons wishing to participate in the program to discuss which park, the specific location in the park, and the plaque wording which is to be associated with the bench.

SPONSORSHIP LEVEL

☐ TREE (15 gallon) | \$100 (Planted between October - June) ☐ DEBELL GOLF CLUB BENCH | \$1,500 ☐ PARK BENCH | \$2,500 ☐ CHANDLER BIKEWAY BENCH | \$5,000









Crape Myrtle

DeBell Golf Club Bench

Park Bench *or similar bench *or similar bench

Chandler Bikeway Bench

*includes a center arm

The cost of the bench includes installation and maintenance for 10 years. Donor recognition will be in the form of an engraved bronze plaque installed on the bench. **Full payment must be received before you can reserve a bench or tree. Payment can be made by check or money order. Please make checks payable to the "City of Burbank".

PLAQUE INSCRIPTION FOR BENCH

The standard size of the recognition plaque will be 3"x6". The standard text on the plaque may read:

In Honor of or In Memory of (30 character limit)

□ In Honor Of □ In Memory Of																				

Please note we cannot display graphics or logos on plaques. P&R, in its sole discretion, reserves the right to reject any proposed inscription containing language that is obscene, lewd, defamatory, infringes on the proprietary rights of any third party, or is otherwise inappropriate.

BENCH OR TREE LOCATION PREFERENCE

Staff will do their best to accommodate your requested location. However, staff may recommend an alternate placement based on park needs.

Locations for the placement of trees and benches have been predetermined by P&R staff. A binder will be maintained in the P&R Administration Office that contains a map of each park site and indicated potential sites for the location of commemorative trees and benches. Each previously sponsored tree and bench will also be indicated on the map and in an associated database.

Please indicate desired locations, in order of preference (1, 2, 3), this section must be completed.

Abraham Lincoln Park	George Izay Park	Ralph Foy Park	Stough Canyon Park	Other:
Brace Canyon Park	Johnny Carson Park	Robert E. Gross Park	Valley Park	
Chandler Bikeway	McCambridge Park	Robert E. Lundigan Park	Verdugo Park	
DeBell Golf Course	Mountain View Park	Robert R. Ovrom Park	Whitnall Highway Park North	Approved Location
Earthwalk Park Larry L. Maxam Park		Santa Anita Playlot	Whitnall Highway Park South	(P&R staff only:)

OUR COMMITMENT

The Parks and Recreation Department will have the bench installed within 100 days of receipt of the donation. The plaque will be guaranteed for 10 years after the date of installation. If a tree or bench is destroyed within the 10 year period, it will be replaced. The maintenance of the benches will be the responsibility of the P&R Department. Maintenance (Graffiti removal, sanding/staining, and periodic cleaning) will be provided by the City for the life of the bench (at Department's discretion). Any bench not able to be mounted is placed at your own risk.

There is a ten-year (10) guarantee of furniture maintenance and plaque replacement. The furniture will be kept in place as long as it is serviceable beyond the 10 year period. When a bench is no longer serviceable, applicants will be advised and given the opportunity to purchase a new bench under the terms and conditions then in effect.

SIGNATURE	DATE	

FOR OFFICE USE ONLY

APPROVALS						
Application Received	Date:	Staff:				
Check / Credit Card Received:	Date:	Amount: Check #:				
Approvals	Date:	Staff:				
	Date:	Director:				
Tentative Installation	Date:	Location to be Installed:				
Letter Sent to Applicant	Date:	Staff:				
Installed/ Completed	Date:	Location				

NOTES:



